

# Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

RECEIVED  
SECRETARY OF THE SENATE  
PUBLIC RECORDS

2018 MAY 15 AM 10:41

**Post-Travel Filing Instructions:** Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original *Employee Pre-Travel Authorization* (Form RE-1), AND  
☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): United Nations Foundation

Travel date(s): April 19, 2018 - April 20, 2018

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input checked="" type="checkbox"/> Actual Amount	\$590.00	\$250.00	\$111.00	\$20.00 UN Tour Ticket Fee

## Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

Our lectures covered multiple strategic priorities on issues that impact women and girls on an international scale.

More specifically, creating safe environments for girls and decreasing / combating human trafficking.

05.15.18

(Date)

Krystal Edens

(Printed name of traveler)

*Krystal Edens*  
(Signature of traveler)

## TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

05.15.18

(Date)

*Walter F. Taylor*  
(Signature of Supervising Senator/Officer)

## EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:  
ETHIC APR 6 18AM 11:31

**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at [ethics.senate.gov](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Krystal Edens

Employing Office/Committee: Senator Lisa Murkowski

Private Sponsor(s) (list all): United Nations Foundation

Travel date(s): April 19 - April 20

*Note: If you plan to extend the trip for any reason you must notify the Committee.*

Destination(s): New York, NY

Explain how this trip is specifically connected to the traveler's official or representational duties:

As Assistant to Chief of Staff and Intern Coordinator in my office, this trip will help me better understand how to manage young women in the office. My work with the Senator includes researching women's health, especially in the context of faith community relations, and managing young women in the office. This trip will provide an opportunity for me to learn more about women's issues, relevant to our work space as well as international issues such as human trafficking and gender-based violence. Hearing from UN employees focusing on these topics will help to better inform me in my work on women's issues for Senator Murkowski.

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

4/6/2018

(Date)

Krystal Edens

(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Lisa Murkowski hereby authorize Krystal Edens  
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

4.06.18

(Date)

Lisa Murkowski

(Signature of Supervising Senator/Officer)



12-13-68

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

- Private Sponsor Certification - Page 1 of 4

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

- OR -

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

- OR -

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

NA

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

UNF is the sole sponsor of this trip, organizing and conducting all aspects of the program and logistics.

UNF handles all outreach to congressional offices and is the contact for planning purposes.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

UNF works to educate all Americans, including the U.S. Congress, on the importance of a strong U.S.-UN relationship. This learning trip provides an opportunity for congressional staff to visit the UN and take part in meetings with U.S. and UN officials on creating and maintaining safe environments for girls worldwide.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

UNF regularly sponsors a mix of domestic and international congressional trips focused on UN issues.

Between 2011 and 2017, for example, UNF organized staff/Member trips to Atlanta, New York, Tanzania, Cameroon, Liberia, Rwanda, Honduras, Haiti, South Sudan, DR Congo, and the Central African Republic.



15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

UNF regularly hosts/sponsors Capitol Hill briefings, forums, and related events to educate policymakers, businesses, NGOs, and the general public on the UN's role in advancing American interests abroad.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$500.00	\$250.00	\$111.00	\$20.00
<input type="checkbox"/> Actual Amounts				Guided tour and Lecture Briefing

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip is arranged WITH regards to congressional participation.

18. Reason for selecting the location of the event or trip

This trip will bring participants to the UN Headquarters and the U.S. Mission to the UN, both of which are located in New York, NY.

19. Name and location of hotel or other lodging facility:

Westin Grand Central

212 E 42nd St, New York, NY 10017

20. Reason(s) for selecting hotel or other lodging facility:

This hotel was chosen because of favorable cost and location. All attendees will be staying at this hotel.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Lodging expenses will be below GSA per diem (\$253.00). Food expenses will be at the GSA per-diem (\$74.00)

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Transportation for the trip will be Amtrak Acela and shuttles to/from NY Pennsylvania Station.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

N/A

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor: \_\_\_\_\_

Name and Title: Peter Yeo, Senior Vice President of Public Policy and Advocacy

Name of Organization: United Nations Foundation

Address: 1750 Pennsylvania Ave, NW, Suite 300, Washington, DC 20006

Telephone Number: 202-887-9040 (ask for Troy Wolfe)

Fax Number: 202-887-9021

E-mail Address: twolfe@unausa.org

**Senate Invitee List for United Nations Foundation  
Congressional Staff Learning Trip to the United Nations  
Thursday, April 19, 2018 – Friday, April 20, 2018**

This learning trip is designed to examine the United Nations and the U.S. Mission to the UN's efforts combating gender-related violence, and the importance of creating and maintaining safe environments for girls and women worldwide. The following staff have been invited to participate because they are responsible for issues related to foreign policy, global health, and/or women's and gender issues.

- Devin O'Brien  
Sen. Lisa Murkowski (R-AK), Senate Committee on Appropriations
- Krystal Edens  
Sen. Lisa Murkowski (R-AK), Senate Committee on Appropriations
- Annie Humphrey  
Sen. John Boozman (R-AR), Senate Committee on Appropriations
- Colleen Donnelly  
Sen. Jeff Flake (R-AZ), Senate Committee on Foreign Relations
- Igor Khrestin  
Sen. Cory Gardner (R-CO), Senate Committee on Foreign Relations
- Alison Toal  
Sen. Cory Gardner (R-CO), Senate Committee on Foreign Relations
- Jessica Elledge  
Sen. Chris Murphy (D-CT), Senate Committee on Foreign Relations
- Alexandra Davis  
Sen. Christopher Coons (D-DE), Senate Committee on Foreign Relations
- Robert Zarate  
Sen. Marco Rubio (R-FL), Senate Committee on Foreign Relations
- Ryan Evans  
Sen. Johnny Isakson (R-GA), Senate Committee on Foreign Relations
- James Rice  
Sen. Chuck Grassley (R-IA), Senate Committee on Finance



- Ken Flanz  
Sen. Mike Crapo (R-ID), Senate Committee on Finance
- Chris Socha  
Sen. James Risch (D-ID), Senate Committee on Foreign Relations
- Rachel Lipsey  
Sen. Joe Donnelly (D-IN), Senate Committee on Armed Services
- Brad Bowman  
Sen. Todd Young (R-IN), Senate Committee on Foreign Relations
- Nathan Heiman  
Sen. Jerry Moran (R-KS), Senate Committee on Appropriations
- Lauren Stockwell  
Sen. Pat Roberts (R-KS), Senate Committee on Finance
- Jim Webb  
Sen. Rand Paul (R-KY), Senate Committee on Foreign Relations
- Philip Maxson  
Sen. Mitch McConnell (R-KY), Senate Committee on Appropriations
- Zachary Hosford  
Sen. Edward Markey (D-MA), Senate Committee on Foreign Relations
- Afreen Akhter  
Sen. Chris Van Hollen (D-MD), Senate Committee on Appropriations
- Algene Sajery  
Sen. Ben Cardin (D-MD), Senate Committee on Foreign Relations
- Ryan Kaldahl  
Sen. Susan Collins (R-ME), Senate Committee on Appropriations
- Steve Smith  
Sen. Angus King (I-ME), Senate Committee on Armed Services
- Brian Turbyfill  
Sen. Amy Klobuchar (D-MN), Senate Committee on the Judiciary
- Dan Burgess  
Sen. Roy Blunt (R-MO), Senate Committee on Appropriations



- Lindsay Linhares  
Sen. Thad Cochran (R-MS), Senate Committee on Appropriations

- James Mazol  
Sen. Roger Wicker (R-MS), Senate Committee on Armed Services

- Daniel Gerig  
Sen. Steve Daines (R-MT), Senate Committee on Appropriations

- Klon Kitchen  
Sen. Benjamin Sasse (R-NE), Senate Committee on Armed Services

Will Scheffer  
Sen. Jeanne Shaheen (D-NH), Senate Committee on Foreign Relations

- Sarah Arkin  
Sen. Robert Menendez (D-NJ), Senate Committee on Foreign Relations

- Matthew Padilla  
Sen. Tom Udall (D-NM), Senate Committee on Foreign Relations

- Moran Banai  
Sen. Kirsten Gillibrand (D-NY), Senate Committee on Armed Services

- Tyler Brace  
Sen. Rob Portman (R-OH), Senate Committee on Foreign Relations

- Adam Farris  
Sen. James Lankford (R-OK), Senate Committee on Appropriations

Laura Updegrove  
Sen. Jeff Merkley (D-OR), Senate Committee on Foreign Relations

- Theo Merkel  
Sen. Pat Toomey (R-PA), Senate Committee on Finance

- John Nobrega  
Sen. Jack Reed (D-RI), Senate Committee on Appropriations

Matt Rimkunas  
Sen. Lindsey Graham (R-SC), Senate Committee on Appropriations

- Nicole Porreca  
Sen. Tim Kaine (D-VA), Senate Committee on Foreign Relations

- Tim Rieser  
Sen. Patrick T Leahy (D-VT), Senate Committee on Appropriations
- Jonathan Hale  
Sen. Maria Cantwell (D-WA), Senate Committee on Finance
- Carol Foster  
Sen. Ron Johnson (R-WI), Senate Committee on Foreign Relations
- Jeremy Steslicki  
Sen. Tammy Baldwin (D-WI), Senate Committee on Appropriations
- Emily Farnell  
Sen. Joe Manchin (D-WV), Senate Committee on Appropriations
- Jared Jones  
Sen. Shelley Capito (R-WV), Senate Committee on Appropriations
- Amber Bland  
Sen. John Barrasso (R-WY), Senate Committee on Foreign Relations

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# UNITED NATIONS FOUNDATION

**AGENDA FOR:**  
**United Nations Foundation's**  
**Congressional Staff Learning Trip to UN Headquarters**  
**April 19 – April 20, 2018**

## Thursday, April 19

- 2:50 PM **Depart Washington, DC via Amtrak Acela #2170 (5:46 PM arrival)**  
*Location: Union Station*
- 6:45 PM **Meet in hotel lobby for departure to dinner**  
*Location: Westin Grand Central Hotel, 12 E. 42nd Street, New York, New York*
- 6:45PM – 7:00PM **Transfer to Amali**
- 7:00 PM – 9:00 PM **Working Dinner with Ms. Jayathma Wickramanayake, UN Secretary-General's Envoy on Youth**  
*Location: Amali, 115 E 60<sup>th</sup> Street, New York, New York*
- Briefing Focus: To discuss the role, work, and ambitions of the UN Secretary-General's Envoy on Youth at addressing global challenges that disproportionately affect girls.*

## Friday, April 20

- 7:45 AM – 8:00 AM **Hotel check-out. Please leave your luggage with the porter and meet in the lobby for departure to the U.S. Mission to the United Nations**  
*Location: Westin Grand Central Hotel, 212 E. 42nd Street, New York, New York*
- 8:15 AM – 9:15 AM **Working Breakfast and Briefing by the U.S. Mission to the United Nations**  
*Location: U.S. Mission to the UN, 799 United Nations Plaza, New York, New York*
- Briefing Focus: To provide an overview of U.S. UN relations and strategic priorities on issues that impact women and girls.*
- 9:15 AM – 9:45 AM **Transfer to United Nations HQ**
- 9:45 AM – 10:30 AM **Briefing by Ms. Simone Monasebian, Representative and Chief of Office, UNODC**  
*Location: United Nations HQ, S-2723*
- Briefing Focus: To discuss the importance of creating safe environments for girls to decrease and combat human trafficking.*
- 10:30 AM – 11:40 AM **United Nations Guided Tour Lecture and Briefing**  
*Location: United Nations HQ*
- Briefing Focus: UN expert-led tour with in-depth briefing on the history of the UN.*
- 11:40 AM – 12:20 PM **Briefing by Phumzile Mlambo-Ngcuka, Executive Director, UN Women**  
*Location: United Nations HQ, S-2723*
- Briefing Focus: To discuss UN Women's work, successes and lessons learned on creating safe environments for girls and women and combating gender-based violence.*

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# UNITED NATIONS FOUNDATION

- 12:20 PM – 1:00 PM

**Briefing by Ms. Ninette Kelley, Director NY Office, UNHCR**

*Location: United Nations HQ, S-2723*

*Briefing Focus: To explore the importance and impact of UNHCR's work in refugee camps in support of girls' education.*
- 1:00 PM – 2:00 PM

**Working Lunch with Ms. Nahla Valji, UN Senior Advisor for Gender Equality**

*Location: United Nations HQ – Private Dining Rooms 1-3*

*Briefing Focus: To discuss the work of the UN in advancing gender-parity and advocating safe environments for girls and women across agencies, programs and field offices.*
- 2:00 PM – 2:30 PM

**Transfer to New York Penn Station**
- 3:00 PM

**Depart NYC via Amtrak Acela #2163 (5:55 PM arrival)**

*Location: New York Penn Station*

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# UNITED NATIONS FOUNDATION

## BOARD OF DIRECTORS

February 21, 2018

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USA

Krystal Edens  
Office of Sen. Lisa Murkowski  
Hart Senate Office Building, Room 522  
Washington, DC 20002

Dear Krystal Edens,

On behalf of the United Nations Foundation, I would like to extend an invitation to you to participate in an upcoming learning trip to United Nations Headquarters in New York on Thursday, April 19 – Friday, April 20.

If you are unfamiliar, the UN Foundation is a public charity that links the UN's work with others around the world, mobilizing the energy and expertise of policymakers, businesses, and NGOs to help the UN tackle global challenges. As part of our mission, we organize several trips per year to UN Headquarters for Members of Congress and staff, providing an opportunity to learn about the UN's work firsthand and ask questions about a wide range of policy initiatives.

The upcoming trip will support the efforts of Girl Up to advance gender equality and will brief Hill staffers on the topic of access to safe environments for girls in order to decrease school dropout rates and gender-based violence, and the ambitions of the United Nations to empower girls through the Sustainable Development Goals framework.

The basic format of the trip is as follows: the delegation will take the train to New York on Thursday afternoon for a working dinner with a UN speaker. On Friday, we will participate in a series of meetings at the U.S. Mission to the UN and UN Headquarters, where we will be briefed by senior officials from an assortment of UN agencies such as UNHCR, UN Women, UNODC and UNICEF. We will close the day with a working lunch with one last UN speaker, after which you will depart for DC on an afternoon train.

The UN Foundation will arrange all transportation and accommodations, including one night's hotel stay, and ensure they comply with all House/Senate ethics guidelines. If you are interested in participating, please let us know by Tuesday, March 13.

# UNITED NATIONS FOUNDATION

We hope you will take this opportunity to learn more about how the United Nations and look forward to your reply.

Sincerely yours,



Peter Yeo

Senior Vice President, Public Policy and Advocacy

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**Thursday, April 19, 2018 – Friday, April 20, 2018**

This learning trip is designed to examine the United Nations and the U.S. Mission to the UN's efforts combating gender-related violence, and the importance of creating and maintaining safe environments for girls and women worldwide. The following staff have been invited to participate because they are responsible for issues related to foreign policy, global health, and/or women's and gender issues.

- Sen. Lisa Murkowski (R-AK), Senate Committee on Appropriations**

- Sen. Lisa Murkowski (R-AK), Senate Committee on Appropriations**

- Sen. John Boozman (R-AR), Senate Committee on Appropriations**

- Sen. Jeff Flake (R-AZ), Senate Committee on Foreign Relations**

- Sen. Cory Gardner (R-CO), Senate Committee on Foreign Relations**

- Sen. Cory Gardner (R-CO), Senate Committee on Foreign Relations**

- Sen. Chris Murphy (D-CT), Senate Committee on Foreign Relations

- Sen. Christopher Coons (D-DE), Senate Committee on Foreign Relations**

- Sen. Marco Rubio (R-FL), Senate Committee on Foreign Relations**

- Sen. Johnny Isakson (R-GA), Senate Committee on Foreign Relations

- Sen. Chuck Grassley (R-IA), Senate Committee on Finance**

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- Tim Rieser  
Sen. Patrick T Leahy (D-VT), Senate Committee on Appropriations
- Jonathan Hale  
Sen. Maria Cantwell (D-WA), Senate Committee on Finance
- ✱ • Carol Foster  
Sen. Ron Johnson (R-WI), Senate Committee on Foreign Relations
- Jeremy Steslicki  
Sen. Tammy Baldwin (D-WI), Senate Committee on Appropriations
- Emily Farnell  
Sen. Joe Manchin (D-WV), Senate Committee on Appropriations
- Jared Jones  
Sen. Shelley Capito (R-WV), Senate Committee on Appropriations
- Amber Bland  
Sen. John Barrasso (R-WY), Senate Committee on Foreign Relations

## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): United Nations Foundation (UNF)
2. Description of the trip: UN Foundation Congressional Staff Learning Trip to the United Nations
3. Dates of travel: Thursday, April 19, 2018 - Friday, April 20, 2018
4. Place of travel: New York, NY
5. Name and title of Senate invitees: Please see attached.
6. I *certify* that the trip fits one of the following categories:
  - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
  - OR -
  - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
  - AND -
  - ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
  - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
  - AND -
  - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).



9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and **one** overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

**- OR -**

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and **two** overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

**- OR -**

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

NA

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

UNF is the sole sponsor of this trip, organizing and conducting all aspects of the program and logistics.

UNF handles all outreach to congressional offices and is the contact for planning purposes.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

UNF works to educate all Americans, including the U.S. Congress, on the importance of a strong U.S.-UN relationship. This learning trip provides an opportunity for congressional staff to visit the UN and take part in meetings with U.S. and UN officials on creating and maintaining safe environments for girls worldwide.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

UNF regularly sponsors a mix of domestic and international congressional trips focused on UN issues.

Between 2011 and 2017, for example, UNF organized staff/Member trips to Atlanta, New York, Tanzania, Cameroon, Liberia, Rwanda, Honduras, Haiti, South Sudan, DR Congo, and the Central African Republic.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

UNF regularly hosts/sponsors Capitol Hill briefings, forums, and related events to educate policymakers, businesses, NGOs, and the general public on the UN's role in advancing American interests abroad.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate  <input type="checkbox"/> Actual Amounts	\$500.00	\$250.00	\$111.00	\$20.00  Guided tour and Lecture Briefing

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip is arranged WITH regards to congressional participation.

18. Reason for selecting the location of the event or trip

This trip will bring participants to the UN Headquarters and the U.S. Mission to the UN, both of which are located in New York, NY.

19. Name and location of hotel or other lodging facility:

Westin Grand Central

212 E 42nd St, New York, NY 10017

20. Reason(s) for selecting hotel or other lodging facility:

This hotel was chosen because of favorable cost and location. All attendees will be staying at this hotel.



21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Lodging expenses will be below GSA per diem (\$253.00). Food expenses will be at the GSA per-diem

(\$74.00)

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Transportation for the trip will be Amtrak Acela and shuttles to/from NY Pennsylvania Station.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

N/A

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor: \_\_\_\_\_

Name and Title: Peter Yeo, Senior Vice President of Public Policy and Advocacy

Name of Organization: United Nations Foundation

Address: 1750 Pennsylvania Ave, NW, Suite 300, Washington, DC 20006

Telephone Number: 202-887-9040 (ask for Troy Wolfe)

Fax Number: 202-887-9021

E-mail Address: twolfe@unausa.org



# United States Senate

## SELECT COMMITTEE ON ETHICS

April 6, 2018

Krystal Edens  
Office of Senator Lisa Murkowski  
United States Senate  
Washington, DC 20510

Dear Ms. Edens:

This responds to your recent correspondence concerning an invitation you received to travel on a learning to trip the United Nations Headquarters, in New York, New York, on April 19-20, 2018, sponsored by the United Nations Foundation. The United Nations Foundation certified to the Select Committee on Ethics (the Committee) that it will pay the *necessary expenses*<sup>1</sup> related to the travel and that it is neither a lobbyist, nor lobbying firm, nor an agent of a foreign principal, and it is not otherwise acting as a representative or agent of a foreign government. The United Nations Foundation has also certified that it does not retain or employ a registered lobbyist or agent of a foreign principal and that no registered lobbyist will accompany you at *any point throughout your trip*.<sup>2</sup>

Based on information and materials available to the Committee, and assuming the **actual** travel and travel-related expenses conform to the information and materials you provided, it appears that the proposed payment or reimbursement of necessary expenses for this trip **may be accepted** under relevant Senate Rules and the Committee's *Regulations and Guidelines for Privately-Sponsored Travel*, so long as at the time of the payment or reimbursement, the United Nations Foundation is neither a registered lobbyist nor lobbying firm under the Lobbying Disclosure Act of 1995, nor an agent of a foreign principal under the Foreign Agents Registration Act (and is not otherwise acting as a representative or agent of a foreign government), and provided the travel and all required documents are disclosed to the Secretary of the Senate in accordance with the provisions of Senate Rules 34 and 35.

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the completed *Employee Pre-Travel Authorization* and the *Employee Post-Travel Disclosure of*

<sup>1</sup> The term "necessary expenses" has a specific definition. See *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 8.

<sup>2</sup> The term "any point throughout your trip" has a specific definition. See *id.* at 2.

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Travel Expenses (Form RE-1 and Form RE-2), along with a copy of the *Private Sponsor Travel Certification Form*, and all relevant attachments (e.g., the private sponsor's invitation and itinerary) **within 30 days of the conclusion of Privately-Sponsored Travel.**

Finally, Senate Rule 34 requires a reporting individual,<sup>3</sup> on his or her Financial Disclosure Report, to make an annual disclosure of the receipt of payments or reimbursements under Senate Rule 35 from a private sponsor for officially-related travel expenses where, in the aggregate, travel expenses exceed \$390 from that sponsor during a calendar year. However, if a Member, officer, or employee properly reports the receipt of necessary expenses for such travel to the Secretary of the Senate within 30 days of the travel, as discussed above, the travel expenses need not be disclosed a second time on their Financial Disclosure Report.

I hope you find this information helpful. If you have any additional questions, please do not hesitate to contact the Committee.

Sincerely,



Deborah Sue Mayer  
Chief Counsel and Staff Director

Enclosure: Travel Checklist

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<sup>3</sup> A reporting individual is someone whose salary equals or exceeds 120% of the basic rate of pay for GS-15 (\$126,148 for CY 2018) or is a political fund designee and is required to file Financial Disclosure Reports.